



ACKNOWLEDGMENTS

Prior to developing your project proposal, carefully read the following. This form must be completed and signed by an authorized representative of the proposing entity and submitted with the project proposal. Initial each line indicating an understanding of terms and conditions associated with applying for grants administered by the Idaho Department of Lands (IDL). If there are any questions or concerns, please contact Tyre Holfeltz, Wildfire Risk Mitigation Program Manager, at tholfeltz@idl.idaho.gov.

Name of Proposing Organization

Name of Project [Year-Grant-Project Name]
(Ex: FY22 HFR Lava Hot Springs Fuels Reduction)

The proposing organization understands and acknowledges the following terms and conditions:	
X_____	Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: As a grantee your organization will be subject to OMB guidance in 2 CFR Part 200 and 2 CFR Part 400. For more information, please refer to: https://www.whitehouse.gov/omb/ and https://www.ecfr.gov
X_____	The proposal grantee must have legal authority to receive a grant and enter into an award, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes having sufficient funds to pay the nonfederal share of project costs, where applicable.
X_____	Reimbursement Basis Only: All grant funding sought through the IDL, if awarded, is provided to organizations through a reimbursement basis only. Proposal grantees are required to pay vendors/contractors prior to seeking remuneration from the IDL. Reimbursement terms and conditions are outlined in a signed agreement between the IDL and the cooperator specifically addressing the allocation of costs and their allowability and reasonableness.
X_____	The proposal grantee must have financial systems, policies and procedures regarding proper accounting controls, recordkeeping, procurement, fraud prevention, and grants management in place (certification thereof will be required if awarded funding). Additionally, an Audit Status Certification form may be requested.
X_____	The proposal grantee must have a tax ID number and an active 9-digit Data Universal Numbering System (DUNS) number. This is required in order to receive funding.
X_____	The proposal grantee will be required, if awarded, to certify that it has not been debarred, is not using funding for lobbying or construction, and that it has a drug free workplace policy in place.



<input checked="" type="checkbox"/> _____	<p>Indirect Costs: The following options will be made available to your organization if your project is chosen for funding. You are not required to elect an option at this time. However, understanding your options now will help inform a future decision if the project is awarded funding. If you elect to claim indirect funds, your award amount <u>will not be</u> increased by the amount of indirect claimed.</p> <ul style="list-style-type: none"> ▪ Option A: Your organization will not seek reimbursement of indirect costs for this grant project. ▪ Option B: Your organization has a negotiated indirect cost rate agreement (NICRA) with a federal cognizant audit agency (a copy of the approved Indirect Cost Negotiation Agreement will need to be provided to the IDL). ▪ Option C: Your organization will elect a 10% de minimis indirect cost rate of Modified Total Direct Costs (MTDC) on this grant as allowed under 2 CFR §200.414 (f). ▪ Option D: Your organization may request to negotiate an indirect cost rate directly with IDL and will develop an indirect cost rate proposal for IDL consideration. Note that the indirect cost rate calculations and proposal must comply with the latest Office of Management and Budget (OMB) regulations and requirements.
<input checked="" type="checkbox"/> _____ N/A for HFR Proposals	<p>Match Requirements: The proposing organization will be required, as part of the project proposal budget, to identify a match amount of 10% of the total project amount cost when submitting a proposal for either the Western States Fire Managers (WSFM) or Landscape Scale Restoration (LSR) grants. Hazard Fuels Reduction (HFR) grants do not require match funds. <i>Example:</i> <i>Total grant funds requested = \$240,000</i> <i>Total required match to be provided by the proposing organization = min \$24,000</i></p> <p>Match activities are most often accomplished through landowner meeting participation and education, landowner defensible space work/firewood collection, and volunteer tree planting projects. However, this list is not all inclusive. For specific match activity related questions, please contact Tyre Holfeltz at tholfeltz@idl.idaho.gov.</p>
<input checked="" type="checkbox"/> _____	<p>Forest Practices Act Compliance: All projects, if funded, will be required to follow the Idaho Forest Practices Act and associated administrative rules when implementing project related activities in forestlands. For further information, please visit https://www.idl.idaho.gov/forestry/forest-practices-act/</p>

I hereby understand and acknowledge that the above terms and conditions are associated with the included project proposal and that our organization and project, if awarded funding, will be required to comply and respond accordingly.

 Clearly Print Name and Title

 Signature Date



Grant Project—Budget Development Guidelines and Restrictions

EFFECTIVE JULY 2017

Applicants seeking grant funding from the Idaho Department of Lands (IDL) are required to submit a project budget prior to being awarded funding. The budget includes grant funded expenses and those necessary to meet the required match with IDL. To be reimbursed, all expenses must be allowable, allocable to specific project activities or costs, reasonable and necessary. Consult federal cost principles for additional requirements (<http://www.whitehouse.gov/omb> and <http://www.ecfr.gov>).

IDL will review your budget to determine whether proposed costs are allowable and reasonable. Estimated expenditure amounts should be comparable to or reflect regional market rates. When projects are evaluated and ranked, wise use of funds and anticipated return on investment in the form of meaningful, lasting, and measurable outcomes will be considered.

If the project is funded, IDL will enter into a binding Agreement (Memorandum of Understanding or Cooperative Agreement) with applicants. This agreement will dictate grant funding parameters— including those documented below, specify the project scope, budget, reimbursement process, and reporting requirements.

REFER TO THE FOLLOWING WHEN DEVELOPING BUDGET DETAIL

Contractor Expenses	<i>Expenses incurred by grantee for work accomplished through contracts with other entities, usually specialized contractors or consultants (e.g., loggers, forester consultants, arborists, or irrigation installers)</i>
	<ul style="list-style-type: none"> Contracts must be awarded/solicited on a competitive basis and in accordance with associated procurement rules, procedures and internal controls. Recipients will need to ascertain that contractors have not been debarred from receiving federal funding.
Flat Fee	<i>A method of establishing/negotiating a “standard rate” for service, product or project scope item on a project</i>
	<ul style="list-style-type: none"> The flat fee method for establishing project costs for grantee (e.g. for staff to administer the grant or to develop and conduct workshops) <i>will not be accepted</i>
Hold-Back	<i>The percent of the total awarded funding that is held back (retained) by IDL until the recipient fully and satisfactorily completes the project as stipulated in the Agreement. A holdback helps assure that all grant funds are not exhausted prior to completion of the project scope/deliverables.</i>
	<ul style="list-style-type: none"> Up to 15% of grant funds may be held back by IDL. In practice, this would likely only impact the last (or last few) reimbursement requests. If the project is not completed satisfactorily, the held back funds may be permanently withheld
Ineligible Costs	<i>Expenses or activities for which recipient cannot be reimbursed</i>
	<ul style="list-style-type: none"> Equipment—that costs \$5,000 or more and has a life expectancy of at least one year Other Activities—Construction, research or activities on federal land Note: Activities ineligible for grant funds can be used as project leverage
Indirect Costs	<i>Costs that benefit common activities and, therefore, cannot be readily assigned to a specific direct cost objective or project. Examples of such costs include: accounting personnel services performed within the recipient organization, use allowances on buildings and equipment, and the costs of operating and maintaining facilities.</i>
	<ul style="list-style-type: none"> Indirect rate requests must not exceed your federal cognizant agency approved indirect rate. If applicant does not have such an approved rate, and they qualify per OMB Guidance 2 CFR Part 200, they can elect to charge a de minimis rate of 10% of Modified Total Direct Costs (MTDC) for indirect. (See §§200.68, 200.414 and associated appendices for details). <ul style="list-style-type: none"> MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel; and subawards and subcontracts up to the first \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission scholarships and fellowships, participant support costs; and the portion of each subaward and subcontract in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs. Applicants without a cognizant agency approved direct rate can submit a proposal and negotiate a rate with IDL strictly for this project in accordance with the OMB regulations and requirements. Note such proposals and negotiations take time, and will likely delay the granting process. An applicant can choose to charge no indirect or a lower rate than allowed if you want more grant funds to be applied to on-the-ground costs or to the 10% required match. Note: recipient personnel working on specific grant tasks, like project management or oversight,

	cannot be paid with indirect funds. Personnel, must positive time-record their activities and charge the grant for their time under personnel expenses and be reimbursed as direct project costs.
Match	<i>Project costs that will be paid for or provided in-kind by applicant and will not be reimbursed with grant funds. This includes in-kind or cash donations of/for services, equipment, products, etc. that assist in the completion of the recipient's funded project or directly contributes to its purpose.</i>
	<ul style="list-style-type: none"> ▪ A 10% match will be required and must be documented at time of reimbursement (i.e., 10% of the total amount reimbursed for the grant) ▪ As IDL will not be using recipient match to meet their federal grant match requirement, match will not need to be tracked to auditable standards by recipient ▪ Recipient match is preferred. However, if this is not possible, in-kind or cash contributions made by other entities can count toward the match, but must be tracked and reported by recipient.
Operating Expenses	<i>Purchases of materials, goods/products or travel needed to accomplish the intent and purpose of the specific project. Examples include: supplies, tools, trees and related planting materials, irrigation parts, and equipment rental fees.</i>
	<ul style="list-style-type: none"> ▪ All operating expenses should be necessary and specific to this project ▪ Ensure operating expenses are not already included or factored into the applicant's indirect cost rate. If certain expenses are customarily categorized as indirect expenses, they cannot be counted as operating expenses.
Payment of Grant Expenses	<i>Recipients will need to request funds by submitting an IDL Reimbursement Request Form, progress narrative/report, invoices/receipts, copies of deliverables, and other supporting documentation as specified within the Agreement.</i>
	<ul style="list-style-type: none"> ▪ All payments are made on a reimbursement basis only. These are expenses incurred and paid for by recipient prior to payment by IDL. ▪ Submission of progress/accomplishment reports will be required with reimbursement requests. Depending on the project, additional reports may be requested.
Personnel Expenses	<i>Only actual costs for wages & benefits for grant recipient staff time worked on this specific grant project can be reimbursed with grant funds</i>
	<ul style="list-style-type: none"> ▪ Grant recipients must provide the actual hours (not estimated or a calculated percentage) for each staff person's work on this project whose time will be reimbursed with grant dollars. (Institutions of Higher Learning must follow OMB rules specific to their type of entity for accounting of personnel time.) ▪ Additionally, recipients will also need to maintain records that account for 100% of all time of staff being reimbursed, including time spent on activities not associated with this project. For example, work on other Federal grant activities, non-grant work, etc. These must be documented in personnel activity reports, or equivalent, and submitted by the individual staff person to your fiscal office at least monthly. Certification of recipient having such a policy will be required. ▪ Staff time (costs), when used only as grant match, does not have to be tracked in the above way, since IDL is not using this match to meet federal match requirements
Program Income	<i>Any income recipient derives from the project such as for the sale of product (timber, waste wood, chips etc.), registration fees, etc. must be itemized, reported and deducted from any reimbursement requests made to IDL.</i>
	<ul style="list-style-type: none"> ▪ Procedures to track all project expenses (grant funded and not) as well as the income received makes documenting and reporting at reimbursement time easier
Program/Project Management Costs	<i>The cost to the grantee to administer, manage and oversee the project. This may include project oversight and management activities, as well as fiscal management components.</i>
	<ul style="list-style-type: none"> ▪ Identify costs in the Personnel Expenses category if provided by staff, or in the Contractor Expenses category if the services are contracted out <ul style="list-style-type: none"> ○ For personnel expenses, time sheet tracking by funding source, or equivalent, is required. If personnel do not positive time record then project management costs should be recorded as match ▪ Note: only paid personnel and contractor expenses which are directly attributed and tracked to the project can be reimbursed
Travel & Related Expenses	<i>Costs directly associated with the project and approved in advance by IDL for travel, lodging and meals</i>
	<ul style="list-style-type: none"> ▪ These costs cannot exceed Idaho State and/or federal rates. If costs will be higher, prior justification to and approval by IDL is required before such expenses are incurred & allowed for reimbursement

2021 Western Wildland Urban Interface Grant Program¹ Criteria and Instructions to States/Island Territories

In the West, funds to mitigate risk from wildland fire within the Wildland Urban Interface (WUI) are available and awarded through a competitive process with emphasis on hazard fuel reduction in the WUI, information and education, assessment and planning, and monitoring through community and landowner action. Funding is delivered through and managed by state/island forestry organizations. This portion of the National Fire Plan was developed to assist interface communities manage the unique hazards they find around them. In addition to the National Fire Plan, the National Cohesive Wildland Fire Management Strategy brings forward the goals of Restoring Resilient Landscapes, Fire Adapted Communities, and Response to Wildland Fires; the Western Forestry Leadership Coalition strategies of Conserve, Protect, and Enhance are incorporated into individual states Forest Action Plans.



Reducing wildfire risk in the west will be strongly influenced by the ability to collaborate across ownership boundaries and implement projects on a landscape scale.

Grant Criteria: General

- The Project must be for a qualifying activity - if it is not the application will be considered ineligible.
- Meets the 50/50 match requirement²- if not the application will be considered ineligible.
- Each grant request is limited to a maximum of \$300,000. Applications over \$300,000 will be considered ineligible.
- No state/island will receive more than 15% of the funds available in the west.

¹ Supported by National Fire Plan Funding through the State and Private Forestry Branch, USDA Forest Service. Administered through the Council of Western State Foresters, Western State Fire Managers WUI Subcommittee

²A 50/50 match. The allocated grant amount must be matched in full by the recipient using a **non-federal source**. Exception: Title III funds under the Secure Rural Schools and Community Self-Determination Act of 2000, PL 106-393 are not considered federal dollars and may be used as match. The matching share can be soft match (which includes training hours valued at an accepted rate, donated labor/equipment, etc) and/or hard match (which is actual dollars spent other than federal grant funds within the specified scope of work.) If the project is part of the consolidated payment grant, matching funds can be combined or met from any one or all program areas.

- Not less than 70% of the funding available will be allocated to hazardous fuel reduction projects.
- The application must be submitted by the state/island forestry organization. The state/island organization will be listed in Box 1 (Applicant Information) on the online application.
- The grant request must be submitted using the WUI Competitive Grant Online Submission System.
- Funds cannot be used on federal lands.

Grant Criteria: Qualifying Project Types

1) Reduce Hazardous Fuels / Restore Fire-adapted Ecosystems in the wildland urban interface (WUI):

Fuel reduction projects and vegetation treatments have been identified as a means of mitigating wildfire hazards. Recipients shall facilitate and implement mitigating fuel treatments in or adjacent to identified fire prone communities to reduce the threat of wildfire to communities. These are projects that remove or modify fuels in and/or adjacent to WUI development. Effective fuels mitigation treatments can be implemented across jurisdictional boundaries, on adjoining private lands, or within the respective communities. Projects of this type include fuel breaks, thinning, pruning, landscape modifications, etc. The overall purpose is to modify or break up the fuels in such a way as to lessen catastrophic fire and its threat to public and firefighter safety and damage to property. Another way to prevent future large, catastrophic wildfires from threatening communities is by carrying out appropriate treatments (such as prescribed burning or thinning) to restore and rehabilitate forest and grassland health in and adjacent to the WUI. Such treatments have reduced the severity of wildfires, and may have additional desirable outcomes, such as providing sustainable environmental, social and economic benefits. Project proposals must consider all elements required to implement treatments on the ground, which includes acquiring the necessary permits and consultations needed to complete plans and assessments, as well as treatment prescriptions and measures of success.

Examples of projects that qualify (not all inclusive):

- Defensible space around homes and structures
- Shaded fuel breaks
- Fuels reduction beyond defensible space adjacent to WUI areas
- Removal of slash including piling and burning; mulching; grinding; etc.
- Prescribed fire
- Thinning
- Maintenance of **non-federally funded** fuels projects (explain in application narrative)
- Monitoring components of projects for effectiveness

2) Improve Prevention/Education in the Interface:

Recipients can provide leadership to coordinate, develop, and distribute wildland urban interface education programs in association with insurance companies, communities, local government agencies, and other partners. Informational and educational projects must target mitigation of risk and prevention of loss. Projects should lead to the use or establishment of one or more fire program elements such as fire safety codes, implementation of Firewise

practices, establishing local fire safe councils, and fuels treatments within fire prone communities. Projects should be concise and clearly demonstrate deliverables and measures of success of prevention/education activities.

Examples of projects that qualify (not all inclusive):

- Firewise or similar programs
- Living with Fire newspaper inserts
- Fire education components to Project Learning Tree
- Pamphlets, brochures, handouts

3) Planning:

Community Wildfire Protection Plans (CWPPs) are created by local communities and may address issues such as wildfire response, hazard mitigation, community preparedness, structure protection, or a combination of the above. The process of developing these plans can help a community clarify and refine its priorities for the protection of life, property, and critical infrastructure in the wildland-urban interface. The Healthy Forest Restoration Act (HFRA) minimum requirements for a CWPP are: 1) Collaboration (must be developed with community members, local and state government representatives in collaboration with federal agencies and other interested stakeholders), 2) Prioritized Fuel Reduction (plan must identify and prioritize areas for hazardous fuel reduction treatments and recommend the types and methods of treatment), and 3) Treatment of Structural Ignitability (must recommend measures that homeowners and communities can take to reduce the ignitability of structures throughout the area addressed in the plan). A copy of the CWPP Handbook can be found at www.stateforesters.org/node/850. Planning projects or components of projects may also include Forest Action Plan updates or accomplishments of the Cohesive Wildfire Strategy Goals.

Examples of projects that qualify (not all inclusive):

- Creation of/or update to CWPP/hazard mitigation plans or equivalent document. Note: If applying for funds to update an existing CWPP be sure to address the following in your application:
 - Accomplishments: Explain what projects identified in the original CWPP have been completed.
 - Collaboration: Identify new partners and stakeholders along with updated contact information.
 - Prioritized Fuel Reduction: Identify and prioritize new hazardous fuels reduction projects, the method of treatments to be employed, and how these projects address any changes to the community objectives and values at risk.
 - Treatment of Structural Ignitability: Explain new or additional measures to be implemented to reduce homeowner and/or community ignitability of structures.
- Priority projects listed in existing CWPPs covering the above criteria.

4) **Examples of Projects that DO NOT Qualify (not all inclusive):**

- **Maintenance on previous federally funded fuels projects**
 - Preparedness and suppression capacity building; such as purchase of fire department equipment (try VFA, DHS and FEMA grant programs)
 - Small business start-up funding
 - Research and development projects (try Economic Action Program)
 - GIS and database systems that are not related to the West Wide Wildfire Risk Assessment
 - Construction/Infrastructure (building remodel, bridges, road construction, water development)
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Grant Scoring:

- All grants will be scored based on the following criteria; applicants must ensure that all boxes are filled in and the application is complete (**the highest possible score is 45**):
 - **Does the application clearly show how the budget will be spent by line item and are expenditures applicable and relevant to the goals and objectives of the project?**
Clearly defined and applicable = 5 Not defined/not applicable to project = 0
 - **Describe the Project- Does the application clearly describe the challenges and issues that articulate why the project is important?**
Clearly defined = 5 Not defined = 0
 - **Planning Linkages- Does the application clearly link or tie the project to an existing Community Wildfire Protection Plan and is the project consistent with the state Forest Action Plan(s) (Enhancing, Protecting and or Conserving). Does the project develop or refine an existing plan?**
Clearly defined = 5 Not defined = 0
 - **Project Activities- Does the application clearly define what the project is and what the project proposes to do? Does the application clearly define how the project will be accomplished, including identifying measurable outcomes? (are the proposed activities clear and achievable, goals defined, outcomes measurable, # of acres treated, # of education/outreach programs, planning/assessment efforts clearly described etc.)**
Clearly defined = 10 Not defined = 0
 - **Landscape Attributes- Does the application clearly define the scale of the project including relationships with past, present, or future projects that, when combined, offer more benefits than when taken individually? Is landscape that the project influences clearly described?**
Clearly defined = 5 Not defined = 0
 - **Collaboration- Does the application clearly define collaborative elements including support from partners, agencies, landowners, communities? Are contributions of collaborators well described?**
Clearly defined = 5 Not defined = 0

- **Project Timeline-** Does the application clearly described the timeline to implement the project? Does the timeline include milestones, seasonal influences, and/ or ways to measure progress?
Clearly defined = 5 Not defined = 0
- **Project Sustainability-** Does the application clearly define how or if the project will sustain itself after the grant period is over? Does the application describe plans or steps that will continue the project befits beyond the life of the grant?
Clearly defined = 5 Not defined = 0

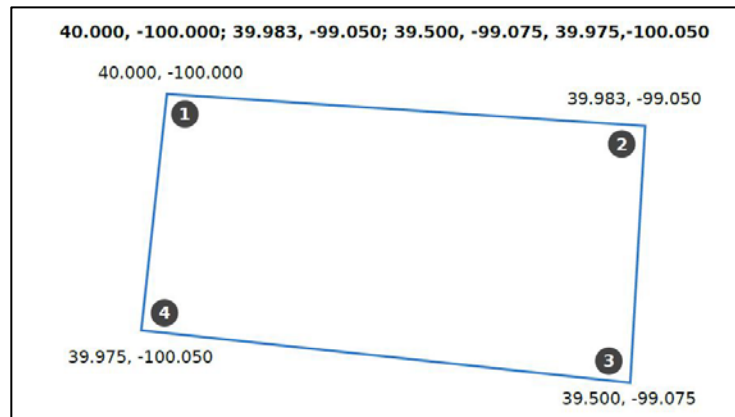
Application Guidelines:

- Applications must be submitted through the appropriate state/island agency (typically the State Forester). The state/island forestry agency will load proposals into the online system for submission to the review/scoring process.
- Application guidelines by box number: (All boxes must be filled in on the application. If a box does not apply to your project fill in that space with NA.)
 - **Box 1-** Proposal Cooperator is the entity who is submitting the project proposal. Applicant Information is the state/island forestry agency submitting the application. If the Proposal Cooperator is the state/island forestry agency use the same information for both the Proposal Cooperator and Applicant Information.
 - **Box 2- GIS Coordinates:** Include either a reference point or boundary points for the project, which will be included on a map associated with success stories. Leave fields blank that are not used-do not put NA. See example below on how to enter data into the application. **Coordinate data must be in WGS84 datum.**

GIS Coordinates	
Ref. Point Name:	Tri-County General Area
Lat/Long:	40.000, -100.000
Description:	The areas being addressed are in the Tri-County region of ...
Ref. Point Name:	
Lat/Long:	
Description:	
Area Name:	Phase I
Boundary Lat/Longs:	40.000, -100.000; 39.983, -99.050; 39.500, -99.075; 39.975, -100.050
Description:	The first phase addresses private land holdings in this area
Area Name:	
Boundary Lat/Longs:	
Description:	

Reference Point: A reference point displays a single marker and its name on the map. This can be used for indicating a general region without specifying exact boundaries. The reference point name, lat/long, and description are all **required** fields for a point. Lat/long should be entered in the following format: 39.0000, -104.300

Area: An area defines a region with a boundary defined by straight lines. At least 3 points are needed to define an area. There can be up to 7 lat/longs. The diagram below shows how to specify the corners for an area and the associated coordinate list to be entered into the application. The area name, boundary lat/longs, and description are all **required** fields for an area.



- **Box 3** - Match includes training hours valued at an accepted rate, donated labor/equipment, etc, and hard match is actual dollars spent other than federal grant funds within the specified scope of work. Federal funds contributed are ineligible for match calculation. Indirect costs must be tied to an established rate and the source needs to be described in the narrative (Box 4). Waived indirect costs are an acceptable source of match.
- **Box 4**- The budget narrative must describe how the grant funds will be spent. Give specific details for each grant expenditure item in Box 3 (i.e. personnel/labor, fringe benefits, travel, equipment, supplies, contractual, other, and indirect costs). Explain exactly how grant dollars will be spent and how these expenditures tie directly to the project goals and objectives. Description of match is not required in Box 4. Match should be described in Box 9.
- **Box 5**- Describe both the project area, type, and challenges. There are three types of projects: fuels, education/prevention, and planning/assessment. Projects may include one or more project types. Applicants must give an overview of the project area, identify the hazards that exist and clearly show the need for work in this area. Be specific when describing challenges or obstacles that will need to be addressed for the project to be successful. If applying for a fuels reduction project, describe the fuel/vegetation types.

It is important to define the problems and challenges so when you get to Box 7 you are clearly stating how the funding will be used to address the challenges in this box.

- **Box 6**- Describe the relationship to Forest Action Plan and to a CWPP. Must clearly describe how the project fits into the broad goals of a Forest Action Plan (Enhancing, Protecting and or Conserving) and its connection to a CWPP goals and objectives. It is important to describe how the project accomplishes the goals of these planning documents.
- **Box 7**- Clearly describe each proposed activities and include where and what will be occurring (i.e. fuel break along the fence line, defensible space around homes, tree crown spacing etc.). The description must include measurables and how the project will be accomplished. Grant funds

should be tied to the activities. Unlike the overview, this will provide the specific details of the project using measurable units where applicable. Treatment prescriptions and measures of success should be clearly stated. For prevention/education activities; the audience, deliverables and measures of success should be clearly stated. For planning/assessment activities; the audience, deliverables and measures of success should be clearly stated.

- **Box 8-** Describe the landscape this project influences. Show how the project has or will have impact outside the immediate project area. For example, a project in a community may compliment a Forest Service project on their land where they are creating a fuel break around your community defensible space project. Give specifics on how this project will tie into the larger picture of community protection or education. For information/education and/or planning projects explain how your project compliments or enhances those by other agencies or groups and/or ties into a greater goal. Explain, the who, what, when, where, why, and how of its anticipated impacts.
- **Box 9-** Describe the contributions each partner will make to the project by stating the collaborating partners name and what they will be contributing to the project such as manpower, equipment, matching funds, etc. This should include the partners listed in Box 3 (matching share) but may also include federal and other partners that are contributing but are not eligible to use as match. Identify if using overmatch from the consolidated payment grant.
- **Box 10-** The Project Timeline must include such things as: begin/end dates, milestones, quarterly or seasonal targets, etc.
- **Box 11-** Sustainability must clearly describe the who, what, when, where and why of how this project will remain effective and be sustained over time. The four main points to be included for fuels projects are:
 - 1) **Environmental Factors:** describe the maintenance requirements unique to this project based on site characteristics i.e., present and future vegetation occupying the site, growth rates, natural fire return intervals or any other environmental factor that affects the continued maintenance of this project.
 - 2) **Education:** describe how key players have been trained and educated to maintain the project and explain their understanding of the needs and expectations of the project's maintenance. If this is an information/education project make sure to explain how it will be delivered, the audience you are targeting, and specific deliverables.
 - 3) **Commitment:** describe the commitment by the individual/community to maintain this project into the future, i.e. state laws, CWPP terms, signed landowner agreements or other documents or agreements that hold the sub-grantee accountable for project maintenance over time. If this is an information/education project, make sure you explain the commitment to carry this program forward and update as necessary.
 - 4) **Monitoring:** describe who will be responsible for monitoring the project, what qualifications they have if they are not obvious (i.e. State Forestry personnel, Fire Safe Council member, Fire Department personnel, etc.), and at what intervals they will be checking (i.e. yearly, quarterly, etc); clearly describe timelines, and milestones.

FY 2022 State Fire Assistance WUI Grant

FOR OFFICIAL USE ONLY	
State Submitting Project:	
State Priority Number:	
Dollar Amount Requested:	
Matching Share:	

This document is for proposal development only. Applications must be submitted to the appropriate state/island forestry entity and entered into the online submission system.

Hover over each active field for additional guidance and instructions.

Proposal Cooperator	
1	Cooperator Organization:
	Contact Person:
	Address:
	City/State/Zip Code:
	Phone (Work/Cell):
	Email:
Applicant Information	
1	Applicant:
	Contact Person:
	Address:
	City/Zip Code:
	Phone (Work/Cell):
	Email:
	Fax:
Federal Tax ID\DUNS #:	

Project Information		
2	Name of Project:	
	Community Name(s):	
	County(ies):	
	Congressional District:	
	GIS Coordinates (choose one)	
	Reference Point Name:	
	Lat/Long:	
	Description:	
	Area Name:	
	Boundary Lat/Longs:	
Description:		

Applicant Budget				
	Grant Funds Requested	Match		Total Project Cost
		Applicant	Non-Federal Contributors	
3	Personnel/Labor:			
	Fringe Benefits:			
	Travel:			
	Equipment:			
	Supplies:			
	Contractual:			
	Other:			
	Indirect Costs:			
	TOTAL:			

Budget Narrative (1700 characters including spaces)	
4	

	Project Area Description and Challenges (1700 characters including spaces)	
5		

	Relation to Forest Action Plan and CWPP (1700 characters including spaces)	
6		

	Proposed Activities (3800 characters including spaces)	
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	Landscape (1700 characters including spaces)	
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8	
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	Project Collaboration (1700 characters including spaces)	
9		

	Project Timeline (1700 characters including spaces)	
10		

	Project Sustainability (1700 characters including spaces)	
11		